



MEDIA RELEASE

CT Department of Labor *Communications Office*
Sharon M. Palmer, Commissioner

Dec. 18 CONN-OSHA Recordkeeping Workshop Geared To Help Employers Keep Accurate Data

WETHERSFIELD, December 8, 2014 – A December 18 workshop on proper recordkeeping, sponsored by the Connecticut Department of Labor’s Division of Occupational Safety and Health (CONN-OSHA), will give guidance and tips for ensuring that information provided when compiling OSHA requirements is accurate and kept up-to-date.

The free training session, facilitated by CONN-OSHA Occupational Safety Training Specialist John Able, will run from 10 a.m. to noon in the agency’s Wethersfield office located at 200 Folly Brook Boulevard.

“When OSHA inspectors visit an establishment, they typically start with a review of the OSHA recordkeeping log,” Able explains. “Unfortunately, too often critical forms are not properly completed. OSHA recordkeeping rules can be confusing, but our training helps to make it more user-friendly.”

According to Able, recordkeeping rules changed in 2002 and as a result, employers can often report occupational injuries and illnesses inaccurately. During the workshop attendees will learn how to properly maintain three OSHA documents:

- Form 300: Log of Work-Related Injuries and Illnesses
- Form 300A: Summary of Work-Related Injuries and Illnesses
- Form 301: Injury and Illness Incident Report

Please contact Able at able.john@dol.gov to register for the workshop, and to let him know if special accommodations are needed.

###

Media Contact: Nancy Steffens, Communications Director

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Phone: (860) 263-6535 – Fax: (860) 263-6536 – www.ct.gov/dol

An Equal Opportunity/Affirmative Action Employer



MEDIA RELEASE

CT Department of Labor *Communications Office*